



Business Analysis Leadership - Job Profile Matrix

Line of Business: Cross-functional Job Family: Business Analysis Leadership Reports to (Job Title): Varies	Effective Date of Job Profile: 07/01/2013 Last Updated: 06/03/2013; 06/11/2013, 10/30/2013
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Job Family Summary	The Business Analysis leadership oversees analysts engaged in researching, data gathering and maintaining, analyzing information to identify trends, measure performance and provide information used in business decision making or strategy formulation. Specific types of analytics and reporting may include performance dashboards, business analytics, modeling, budgeting, and forecasting. Incumbents may also be involved in business process improvement, quality control and special projects.	
Job Title	Supervisor, Business Analysis	Manager, Business Analysis
Position Title	Supervisor, Business Analysis; Supervisor, Performance Management; Supervisor, Business Analytics	Manager, Business Analysis; Manager, Performance Management; Manager, Business Analytics
PGE Job Level	Supervisor	Manager
SAP Job Code	51581935	50327738
Job Responsibilities	<ul style="list-style-type: none"> • Leads and coordinates day to day activities of a team performing some or all of the following: <ul style="list-style-type: none"> ○ Data Analysis: Data gathering, compiling and analyzing data. May develop and/or maintain data models for what-if analysis and for other business purposes. ○ Metrics and Reporting such as tracking business metrics, maintaining standards and preparing custom ad-hoc reports. ○ Budgeting & Forecasting ○ Benchmarking or Research ○ May perform quality assurance and business process improvement activities. • Plans and delegates staff assignments. Ensures process efficiencies and consistency in reporting methods and output. Communicates analytics and reporting process and standards to staff. • Works on analysis projects of moderate scope, impact and/or complexity, primarily affecting one department or a small line of business. Direct internal clients typically at the Manager to Sr. Director level. Focus is primarily on projects where data and variables are relatively straightforward and processes are established. • Directs team in completing reports and analysis. Reviews and considers implications of findings and presents to Manager or other internal clients. • Develops and presents process and/or reporting methodology improvements to Manager. • May partner with department peers to ensure necessary data or business intelligence reports are available for staff. Communicates 	
	<ul style="list-style-type: none"> • Plans, manages and controls the activities of a team performing some or all of the following: <ul style="list-style-type: none"> ○ Data Analysis: Data gathering, compiling and analyzing data. May develop and/or maintain data models for what-if analysis and for other business purposes. ○ Metrics and Reporting: Develops and tracks business metrics. Develops and maintains standard, custom and ad-hoc reports. ○ Budgeting & Forecasting: Develops or works with budgets and forecasts. ○ Research: Researches best practices; develops internal and external benchmarks in support of business decisions. ○ Quality Assurance & Business Process Improvement: May perform quality assurance and business process improvement activities in support of the business. Activities may include developing, managing or coordinating performance or quality assessment, business process re-engineering, change management, communication and training. ○ Project Management: Lead projects, determining scope, budget, timeframes, forming teams, assigning tasks, managing resources and issues. • Leads staff on initiatives to analyze complex business problems and issues using data from internal and external sources. Brings expertise or identifies subject matter experts in support of multi-functional efforts to identify, interpret and produce recommendations and plans based on company and external data analysis. Advises business leaders and addresses business issues, trends and opportunities. • Creates new ideas and innovative solutions to improve analysis methodologies. Ensures effective development and tracking of business metrics and determines appropriate performance metrics to ensure proper level of customer service to internal clients is achieved. Direct internal clients typically at the officer level. • Coaches staff on developing and maintaining standard, custom and ad-hoc reports. • Contributes to financial performance by monitoring budget, controlling costs, forecasting and reviewing/approving expenses. May have responsibility for own department operating expense 	



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	<p>user needs to data warehousing/ personnel regarding standard reports and data extracts/sources.</p> <ul style="list-style-type: none"> • May lead projects, determining scope, budget, timeframes, forming teams, assigning tasks, managing resources and issues. 	<p>budget.</p> <ul style="list-style-type: none"> • Develops and delivers presentations to multiple levels of management containing summaries of client performance data/metrics; includes an explanation of findings, trends and recommendations for business changes. Creates compelling business cases based on complex business issues. • Synthesizes research, provides perspective, best practices and develops implications for assigned line of business or department. Develops internal and external benchmarks in support of business decisions.
Supervisory Responsibility	<ul style="list-style-type: none"> • Reports typically include Business Analysts. • Supervises staff to accomplish results through effective recruitment and selection, training and development, coaching, performance management, rewards and recognition 	<ul style="list-style-type: none"> • Team size varies depending on the area of the business. Reports typically include Business Analysts, Specialists and support staff. May have subordinate supervisors. • Manages staff to accomplish results through effective recruitment and selection, training and development, coaching, performance management, rewards and recognition.
Education Minimum	Bachelor of Science in Business, Finance, Economics, Engineering or related discipline or equivalent work experience.	Bachelor of Science in Business, Finance, Economics, Engineering or related discipline or equivalent work experience.
Desired		MBA or graduate degree
License/Certification Minimum		
Desired		
Experience Minimum	5 years total relevant experience.	8 years' of related work experience.
Desired	<ul style="list-style-type: none"> • Financial and/or operational background • Previous leadership experience. 	<ul style="list-style-type: none"> • Financial and/or operational background • Previous leadership experience.
Knowledge, Skills, Abilities (Desired)	<ul style="list-style-type: none"> • Knowledge of SAP applications or modules. • Leadership skills. • Understanding of utility/energy industry dynamics, trends and issues, including rate and legislative/regulatory matters and business drivers. • Business acumen and knowledge of business processes/operations. • Influence skills. • Analytical problem solving and decision making abilities. • Knowledge of data analysis and modeling concepts, methods, techniques and best practices to create complex data models. • Solid communication, interpersonal and collaboration skills to effectively develop relationships with staff, clients and various levels of leadership. • Proficiency in applicable data analysis tools. 	<ul style="list-style-type: none"> • Understanding of utility/energy industry dynamics, trends and issues, including rate and legislative/regulatory matters and business drivers. • Thorough knowledge of business processes/operations. • Ability to influence leaders inside and outside of the department through data analysis, insights and recommendations. • Strong project and process management skills to lead large complex projects and manage change. • Strong analytical problem solving and decision making abilities. • Knowledge of data analysis and modeling concepts, methods, techniques and best practices to create complex data models. • Proficient business and financial acumen to effectively develop and manage department budgets, expenses and variances. • Solid communication, interpersonal and collaboration skills to effectively develop relationships with staff, clients and various levels of leadership. • Strong leadership and management skills. • Proficiency in applicable data analysis tools.



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Supplemental
Information

Travel varies depending on area of focus.